

International Civil Aviation Organization**WORKING PAPER****TWENTY-SECOND MEETING OF THE METEOROLOGY SUB-GROUP (MET SG/22) OF THE ASIA AND PACIFIC AIR NAVIGATION PLANNING AND IMPLEMENTATION REGIONAL GROUP (APANPIRG)**

Bangkok, Thailand, 18 - 21 June 2018

Agenda Item 2: Review outcomes from previous meetings**REVIEW OUTCOMES FROM MET/S WG/8**

(Presented by Chairman of MET/S WG)

SUMMARY

This paper presents the outcomes of the MET/S WG/8 meeting, including developments in SIGMET co-ordination among the States in the region, SIGMET deficiencies, format for special air reports and technical support to the Pacific Island States.

1. INTRODUCTION

1.1 The eighth meeting of the Asia/Pacific Meteorological Services Working Group (MET/S WG/8) was held in Bangkok, Thailand from 21 to 23 March 2018. The meeting was attended by 54 participants from 15 States. Mr. Chan Pak Wai, Senior Scientific Officer, Hong Kong Observatory, Hong Kong, China, presided as Chair of the meeting and Mr. Peter Dunda, Regional Officer Aeronautical Meteorology, ICAO Asia and Pacific Office, acted as Secretary.

1.2 To assist the MET SG in its work programme to improve the quality of meteorological services, but in particular, observations, forecasts, advisories and warnings; including facilitating implementation of the international airways volcano watch (IAVW) and international tropical cyclone warning system, MET/S WG/8 adopted the following agenda:

- | | |
|----------------|--|
| Agenda Item 1: | Organizational matters |
| Agenda Item 2: | Review of follow-up from previous meetings |
| Agenda Item 3: | Planning and implementation of meteorological services |
| Agenda Item 4: | Quality management of meteorological services |
| Agenda Item 5: | Deficiencies in the provision of meteorological services |
| Agenda Item 6: | Guidance and education related to the provision of meteorological services |
| Agenda Item 7: | Future work programme and terms of reference |
| Agenda Item 8: | Any other business |

1.3 A conjoint session was held with the sixteenth meeting of the Meteorological Information Exchange Working Group (MET/IE WG/16) on 21 March 2018 to address issues common to both groups including the implementation of SIGMET information and volcanic ash/tropical cyclone advisory information. This part is discussed in more detail in WP/XX.

1.4 MET/S WG/8 reviewed and updated its work programme, including actions completed since the previous meeting of the group (i.e., MET/S WG/7). This paper presents a summary of the outcomes from MET/S WG/8 for further review and action as necessary by MET SG/22.

2. DISCUSSION

2.1 A copy of the MET/S WG/8 meeting report, and all related meeting documentation, is available at the following website: <https://www.icao.int/APAC/Meetings/Pages/2018-METS-WG8--.aspx>.

Review of follow-up from previous meetings

2.2 There were seven (7) tasks (or action items) requiring further follow-up at the time of the previous meeting, MET/S WG/7 (March 2017). Five (5) of the seven (7) action items was complete, including the provision of updates on the status of corrective action for air navigation deficiencies in the MET field to the MET SG and APANPIRG, issuance of State letters and AFTN addresses in VAAC back-up tests, and the promulgation of results from SIGMET tests and amendment of the APAC Regional SIGMET Guide to align with Amendment 77 to Annex 3.

2.3 There were two (2) tasks (or action items) that required follow-up actions. They included (i) the appointment of experts from IATA and IFALPA, still in progress pending feedback from the two Organizations concerned, and (ii) matters relating to the issuance of special air-reports, which was yet to commence.

International coordination for improved SIGMET information

2.4 There was coordination of SIGMET issuance in a region of the North Pacific covering part of the area of responsibility of three States: Japan, Philippines and United States. The three States coordinated effectively on a bilateral and multilateral basis to issue seamless SIGMET information for a large-scale convective cloud system that straddled the boundary of the three areas of responsibility.

2.5 Multilateral coordinated SIGMET issuance was arranged by three states, namely, Indonesia, Malaysia and Singapore, with support by meteorological forecast and observation technology from Japan and Hong Kong, China, which has been in operation since August 2017 to provide improved SIGMET service to users. To support the step-by-step integration of SIGMET coordination activities in the region, a trial SIGMET Coordination has been set up among Guangzhou (ZGZU), Hong Kong (VHHH), Hanoi (VVNB) and Hoi Chi Minh (VVTS) and Sanya (ZJSA) FIRs to cover the western and northern part of the South China Sea area since November 2017. Viet Nam also joined the operational coordination as a trial member from 1 January 2018. With the operational use of the SIGMET monitoring tool, Hong Kong China will further enhance the functionality of the system to facilitate further expansion of SIGMET coordination to other Meteorological Watch Offices (MWOs) in the Region.

2.6 The Collaborative SIGMET Issuance (CSI) scheme was also established by Japan, Lao PDR, Myanmar, Philippines, Thailand and Viet Nam, which has jointly developed useful procedures and a common web-based platform provided by the Japan Meteorological Agency for multilateral SIGMET collaboration, is planned to commence in operational phase on 9 April 2018. The six

participating States adopted a joint statement on the establishment of the CSI at the Director-General-level meeting, held in Tokyo, Japan in March 2018.

Removal of deficiencies from the APANPIRG open list

2.7 APANPIRG/28 reviewed the status of air navigation deficiencies in September 2017. Based on the reported validation of corrective actions by Indonesia on deficiencies related to the provision of volcanic ash information and SIGMET information for volcanic ash, APANPIRG/28 endorsed the removal of the relevant deficiencies from the open list.

2.8 However, while other States have reported progress on CAPs, due to the lack of sufficient data to support the validation by ICAO (and States and appropriate international organizations where required) of the corrective action taken, a number of deficiencies have not yet been removed from the open list. In particular, in relation to updates on CAP implementation provided by Tonga and Philippines, with respect to dissemination of required volcano observation information and SIGMET information for volcanic ash, APANPIRG may remove the respective deficiencies from the open list subject to the concurrence of the Air Traffic Services (ATS) units, MWOs and VAACs concerned.

2.9 With respect to the deficiencies listed in Cambodia and Lao People's Democratic Republic, the Secretariat would coordinate with the States concerned to progress the reporting of updated information on the CAPs

Format of special air-reports

2.10 The different formats for transmission of special air-reports described in ICAO publications, Annex 3 – Meteorological Service for International Air Navigation, DOC 8896 – Manual of Aeronautical Meteorological Practice and DOC 4444 – Air Traffic Management was raised and a proposal might be required to standardize the format for special air reports in the ICAO documentation. It was agreed that the issue warranted further investigation, especially as APANPIRG has recognized the need for improved availability of special air-reports to support meteorological service. An ad-hoc group was found to further investigate the background and impacts of the issue

Support for Pacific Island States

2.11 The Fourth Pacific Meteorological Council (PMC-4) Meeting and Pacific Islands Aviation Weather Services (PIAWS) Panel, was held in Honiara, Solomon Islands from 14 to 18 August 2017. PIAWS Panel had discussed coordination between the Pacific Islands member States on issues including the implementation of meteorological service for international civil aviation, and had considered quality management of meteorological services, competency of aeronautical meteorological personnel and development of an effective cost recovery strategy for aeronautical meteorological service in the Pacific Small Island Developing States (SIDS). MET/S WG would incorporate support for the PMC and PIAWS Panel work programme through the updating of the terms of reference and work programme.

Future work programme

2.12 MET/S WG/8 reviewed and revised the terms of reference and work programme document. A copy of the revised terms of reference and work programme document of the MET/S WG is provided at the **Attachment 1** to this paper for further review and action as necessary by the MET SG. The updated task list from MET/S WG/8 is provided at the **Attachment 2** to this paper.

Any other business

2.13 **Next meeting** – MET/S WG/9 was tentatively scheduled for 20 – 22 March 2019, in Bangkok, Thailand, including a conjoint session with the MET/IE WG/17 on 20 March 2018.

3. CONCLUSION

3.1 The MET/S WG works towards the resolution of SIGMET deficiency in the region, including keeping in view the development of SIGMET co-ordination effort and monitoring the issuance of SIGMET, especially for those States with deficiencies. Technical support would be rendered to the Pacific Island States. Other issues relating to meteorological observation and forecast, such as format of special air report, would also be dealt with.

4. ACTION BY THE MEETING

4.1 The meeting is invited to:

- a) Note the information in this paper; and
- b) Propose further updates to the terms of reference and work programme of MET/S WG, as necessary.

ATTACHMENT 1 – Terms of Reference and Plan of Work

1. WORKING GROUP MEMBERS		
Members	Position, organization, address	Contact
AUSTRALIA Ms. Elizabeth HEBA	Manager, Regional Aviation Weather Services (WA and SA), Australian Bureau of Meteorology, P.O. Box 1370, West Perth, WA, 6005, AUSTRALIA	Tel: +61 (8) 9263 2266 E-mail: e.heba@bom.gov.au
CHINA Mr. WANG Fengyun	Engineer, MET Office, Air Traffic Management Bureau of East China Shanghai 200335, CHINA	Ph: +86 (21) 2232 7505 Fax: +86 (21) 6268 3667 Em: wangfy@atmb.cn
CHINA Mr. JI Pengfei	Meteorologist, Meteorology Division Air Traffic Management Bureau 12 East Sanhuan Road Middle Chaoyang District Beijing 100022 PEOPLE'S REPUBLIC OF CHINA	Tel: +86 (10) 8778 6033 Fax: +86 (10) 8778 6820 Email: jipengfei@atmb.net.cn
HONG KONG, CHINA (Chair) Mr. PAK-WAI Chan	Senior Scientific Officer, Hong Kong Observatory, 134A Nathan Road, Tsim Sha Tsui, HONG KONG CHINA	Ph: +852 2926 8435 Fax: +852 2375 2645 Em: pwchan@hko.gov.hk
INDIA Dr. R. SURESH (TBC)	Scientist 'F' & Deputy Director General of Meteorology (Central Aviation Meteorological Division), India Meteorological Department, Mausam Bhawan, New Deli 11003 INDIA	Ph: +91 (11) 2461 5371 +91 (11) 2462 6015 +91 986 823 8212 Fax: +91(11) 2461 5371 Em: suresh.imd@gmail.com r58.suresh@imd.gov.in
INDONESIA Mr. Zulkarnain	Head of Sub-division for Public Weather Services Management, Meteorological Climatological and Geophysical Agency (BMKG), Jalan Angkasa I No.2 Kemayoran, Jakarta, 10720, INDONESIA	Tel : +62 (21) 6546318 Fax : +62 (21) 6546315 Email : zulkarnain@bmgk.go.id ; zulkarnain.bmg@gmail.com
JAPAN Ms. Naoko Komatsu	Senior Scientific Officer, Office of Aviation Weather Forecasting Forecast Division, Forecast Department, Japan Meteorological Agency (JMA), 1-3-4 Otemachi, Chiyoda-ku, Tokyo 1008122	Tel: +81 3 3212 8341 (ex. 3524) Fax: +81 3 3212 8377 Email: n-komatsu@met.kishou.go.jp
JAPAN Ms. Keiko Ito	Scientific Officer, Aeronautical Meteorology Division, Administration Department, Japan Meteorological Agency (JMA), 1-3-4 Otemachi, Chiyoda-ku Tokyo 1008122	Tel: +81 3 3212 8968 Fax: +81 3 3212 8968 Email: ito.keiko@met.kishou.go.jp
MALAYSIA Mr. Jailan bin Simon	Senior Director, National Meteorological Aviation Centre, Kuala Lumpur International Airport, 1 st Floor, Airport Management Centre, 64000 Sepang Selangor Darul Ehsan, MALAYSIA	Ph: +603 8787 2360 Fax: +603 8787 1019 Email: jailan@met.gov.my
MALDIVES (TBC) Ali SHAREEF	Deputy Director General, Maldives Meteorological Service, Hulhule, 22000 MALDIVES	Ph: +960 332 6200 Fax: +960 334 1797, 332 0021 Em: shareef@meteorology.gov.mv
NEW ZEALAND Mr. Keith MACKERSY	Senior Meteorological Specialist Civil Aviation Authority of New Zealand P.O. Box 3555, Wellington 6140 NEW ZEALAND	Ph: +64 (4) 560 9400 Fax: +64 (4) 569 2024 Em: keith.mackersy@caa.govt.nz
REPUBLIC OF KOREA Ms. Ka-Young Byen	Assistant Director, Aviation Meteorological Office (AMO) of Korea Meteorological Administration (KMA) 272 Gonghang-ro, Jung-gu, Incheon, REPUBLIC OF KOREA 22382	Tel: +82 (32) 740 2855 Fax: +82 (32) 740 2817 E-mail: bky2012@korea.kr
PHILIPPINES (TBC)	(TBC)	(TBC)
SINGAPORE Mr. Chow Kwok Wah	Principal Meteorologist, Meteorological Service of Singapore, National Environment Agency, P.O. Box 8, Singapore Changi Airport, Singapore 918141, SINGAPORE	Tel: +65 6542 4715 Fax: +65 6545 7192 Email: chow_kwok_wah@nea.gov.sg

1. WORKING GROUP MEMBERS		
Members	Position, organization, address	Contact
THAILAND Ms Rassmee Damrongkietwattana	Director, Aeronautical Weather Monitoring Sub-Division, Aeronautical Meteorology Division, Thai Meteorological Department, 6 th Floor, ATC Complex Suvarnabhumi International Airport Bang Pli, Samut Prakarn, 10540 THAILAND	Ph: +66 (2) 1340011 Ext 213 Fax: +66 (2) 1340009 +66 (2) 1340010 Em: rassmee@hotmail.com
UNITED STATES (TBC)	(TBC)	(TBC)
VIETNAM Ms. Lan Oanh Nguyen (Lana)	Deputy Director, Air Navigation Department, Civil Aviation Authority of Vietnam, 119 Nguyen Son street, Long Bien district, Hanoi, VIET NAM	Ph: Fax: Email: lanoanh@caa.gov.vn
ICAO (Secretariat) Mr. Peter DUNDA	Regional Officer Aeronautical Meteorology/Environment International Civil Aviation Organization 252/1 Vibhavadi Rangsit Road Chatuchak, THAILAND	Ph: +66 (2) 537-8189 Ext. 153 Fax: +66 (2) 537-8199 Email: pdunda@icao.int

2. DESCRIPTION	
Objective	Improve the quality of meteorological services, in particular, observations, forecasts, advisories and warnings – including facilitating implementation of the International Airways Volcano Watch (IAVW) and International Tropical Cyclone Watch (ITCW) – in support of the global air navigation plan framework and the aviation system block upgrade (ASBUs) methodology.
Benefits	Improve the safety and efficiency of flight and ground operations.
Terms of Reference	Under guidance from ICAO APAC MET Secretariat: <ul style="list-style-type: none"> a) Identify and evaluate current and future requirements with respect to meteorological services, in particular, observations, forecasts, advisories and warnings, in support of the aviation system block upgrades (ASBUs); b) Promote the implementation of meteorological services; c) Promote the requirement for, and benefits of, QMS for MET services and competency of aeronautical meteorological personnel; d) Maintain awareness of, and identify new, meteorological deficiencies and formulate strategies to resolve these deficiencies; e) Continually seek ways to improve the quality, compliance against SARPs and operational effectiveness of the meteorological services; Monitor the implementation and use of products and services under the framework of the World Area Forecast System (WAFS), the International Airway Volcano Watch (IAVW) and the International Tropical Cyclone Watch (ITCW); f) Monitor the relevant activities of the MET Panel and appropriate bodies; and g) Provide advice and report to the MET Sub-group on the above issues for further co-ordination through the ICAO Secretariat with other appropriate bodies.
Work Program	The work to be addressed by the ASIA/PAC MET/S WG includes: <ul style="list-style-type: none"> • Review procedures for the issuance of meteorological observations, forecasts, advisories and warnings in the region and propose actions for their improvement to related performance objectives; • In conjunction with MET/IE WG, investigate the deficiencies in the format and dissemination of meteorological observations, forecasts, advisories and warnings and propose remediation plans; • Respond to the needs of the guidance and/or training related to the implementation of meteorological observations, forecasts, advisories and warnings and inform MET/IE WG of changes required to the SIGMET guide; • In conjunction with MET/R WG and in support of the ASBUs, provide meteorological input for operational planning for specific phenomenon including volcanic ash, radioactive cloud, tropical cyclone, tsunami and space weather; • Follow the developments in the States related to the improvement of meteorological observations, forecasts, advisories and warnings and provide regional input on these matters to relevant ICAO and WMO groups and to gather user requirements from ANSPs, IATA, IFATCA and IFALPA; • Investigate options for rectification of air navigation deficiencies in the field of meteorological services in APAC States;

2. DESCRIPTION	
	<ul style="list-style-type: none"> • Provide support for the ICAO APAC volcanic ash exercises; • Report on its work to the MET Sub-group of APANPIRG; and • Maintain a link to the Regional ATM Contingency Plan through the ATM SG.

3. COMMUNICATION STRATEGIES				
Description	Target Audience	Delivery Method	Frequency/ Date	Responsibility
Work Plan	Working Group Members	Document via email and posted on ICAO Bangkok website	As required but reviewed at least quarterly	Chair
General correspondence	Working Group Members	Email	As required	Working Group Members
Working Group Meeting	Working Group Members	Meeting in conjunction with MET/IE WG	Yearly in March	Chair
Status & Milestone Reports	ICAO Secretariat and Working Group Members	Report via email	Quarterly	Chair
Working Group Report	MET/S WG and MET/IE WG	Working Paper	Yearly	Chair
Working Group Report	MET SG	Working Paper	Yearly	Secretariat

4. PERFORMANCE FRAMEWORK FORM (PFF)				
Tasks	Time Frame	Responsibility	Status	Milestone
Task 1: Monitor and provide assistance to the regional implementation of meteorological observations, forecasts, warnings and advisories	2018-2020	MET/S WG	In progress	1
Task 2: Track and investigate deficiencies in the format and dissemination of meteorological observations, forecasts, warnings and advisories and propose corrective action and provide information to ICAO and WMO groups for possible assistance	2018-2020	MET/S WG and MET/IE WG	In progress	1,2
Task 3: Review WC, WV & WS SIGMET test results and implement improvements.	2018-2020	MET/S WG	In progress	1
Task 4: Provide guidance and/or training related to the implementation of meteorological observations, forecasts, warnings and advisories, including input to the Regional SIGMET Guide as they relate to the Annex 3 amendment cycle and SIGMET tests.	2018-2019	R/O, MET/S WG and MET/IE WG	In progress	1,3
Task 5: Provide input into regional operational plans as required for specific phenomenon, including VA, radioactive cloud, TC, Tsunami and Space Weather, with consideration to global ICAO groups and WMO developments.	2018-2020	MET/S WG and MET/R WG	In progress	3
Task 6: Investigate, and implement as appropriate, options to assist States in resolving air navigation deficiencies in the field of meteorological service.	2018-2020	MET/S WG	In progress	4

4. PERFORMANCE FRAMEWORK FORM (PFF)				
Tasks	Time Frame	Responsibility	Status	Milestone
Task 7: Initiate amendment proposal for ANP concerning regional requirements for 30-hour TAF based on information provided by IATA.	2018	Secretariat, IATA	ON HOLD	5
Task 8: Special air-report – develop a proposal for alignment of format for special air-report in ICAO guidance.	2018-2019	MET/S WG	To commence	
Task 9: Cost recovery – assist the PMC with development of an effective cost recovery strategy for the Pacific SIDS.	2018-2019	MET/S WG	To commence	

5. MILESTONES				
Milestone	Accountability	Dates	Status	
<i>Milestone 1: Report on SIGMET test results and regional performance to MET SG</i>	Chair	Annually	On track	
<i>Milestone 2: Guidance and educational material available</i>	Chair	TBD		
<i>Milestone 3: MET input provided for ASIA/PAC Regional ATM Contingency Plans</i>	ad-hoc group	Next meeting	Recommend that this be closed	
<i>Milestone 4: Reduction in air navigation deficiencies in the field of meteorological service.</i>	States	TBD		
<i>(Old) Milestone 5: Conduct survey on the implementation and utilization of WAFS and training needs within the ASIA/PAC Region and report to MET SG</i>	Chair	Every 2 years	Recommend that this be suspended	
<i>Milestone 5: Amendment to APAC ANP Vol II (Table MET II-2) to reflect current requirements for provision of 30-hour validity TAF.</i>	States	2017	To begin	

6. WORK PLAN				
Task / Milestone	Accountability	Predecessors	Date	Status
Activity 1: SIGMET TESTS				
Task 1.1: Review SIGMET tests (conjoint session with MET/IE WG)	Working Group	-	Annually	
Task 1.2: Develop action plan to fix identified deficiencies	Chair in conjunction with the Working Group	conjoint session with MET/IE WG	During meeting	
Task 1.3 Report back to MET SG on regional performance and action plan	Chair		Annually	
<i>Milestone 1: Report on SIGMET test results and regional performance to MET SG</i>	Chair	-	Annually	
Activity 2: GUIDANCE AND EDUCATIONAL MATERIAL				
Task 2.1: c) Review SIGMET pamphlets with regard to Annex 3 Amendment 77	Australia, Hong Kong, China, Japan and New Zealand (Rapporteur) in conjunction with	-	August 2016	Done

6. WORK PLAN				
Task / Milestone	Accountability	Predecessors	Date	Status
	ICAO HQ and WMO			
Task 2.2: Monitor international development of radioactive cloud SIGMET	China (Rapporteur), Hong Kong, China, Japan	-	TBD	Done
Task 2.3: Review the draft guidance of tsunami warning in line with Amendment 77 to Annex 3 and present the guidance to MET SG for endorsement	Japan (rapporteur), Australia, Indonesia		June 2016	Done
Task 2.4: Review the regional SIGMET Guide to be in line with Amendment 77 to Annex 3 New (specific task): Prepare proposal to include guidance on developing and using objective criteria supporting thunderstorm SIGMET issuance in the SIGMET Guide	Australia (rapporteur), Japan, Hong Kong, China and New Zealand in conjunction with Secretariat		2018	Done
Task 2.4: Review the regional SIGMET Guide to be in line with Amendment 78 to Annex 3	Australia (rapporteur), Japan, Hong Kong, China in conjunction with Secretariat (New Zealand) TBC		2018-2020	
<i>Milestone 2: Guidance and educational material available</i>	Chair		<i>TBD</i>	
Activity 3: REGIONAL CONTINGENCY PLANS				
Task 3.1: Get a list of requirements/consult with ATM SG to determine if this is still required	Secretariat	-	Next meeting	<i>Recommend that this be closed</i>
<i>Milestone 3: MET input provided for ASIA/PAC Regional ATM Contingency Plans</i>	<i>Secretariat ad-hoc group</i>	<i>3.1-3.2</i>	<i>Next meeting</i>	<i>Recommend that this be closed</i>
Activity 4 – SIGMET Deficiencies				
Task 4.1: Review options to eliminate SIGMET deficiencies	ad hoc group #1: New Zealand (rapporteur), Australia, China, Japan, Indonesia, and Hong Kong, China		Sep 2016	Done
Task 4.2: Monitor the provision of SIGMET services from States with SIGMET deficiencies	ad hoc group #2: Australia, Japan (rapporteur), Singapore and Thailand, in conjunction with MET/S WG chair and Secretariat	4.1	May 2016 and 2017	Done (July 2016) 2017 (to be coordinated with RODBs)
Task 4.3: Assist the ICAO Secretariat in the facilitation of discussion of	ad hoc group #1	4.1	Ongoing	

6. WORK PLAN				
Task / Milestone	Accountability	Predecessors	Date	Status
viable options with relevant States.				
Task 4.4: Monitor the implementation of the solution/s to remove deficiencies.	ad hoc group #1	4.2	Ongoing	
Task 4.5: Monitor global development on the establishment of a regional advisory system for hazardous weather.	ad hoc group #1		Ongoing	
Task 4.6: Report progress to MET SG	Rapporteur of ad hoc group #1	4.3	Ongoing	
<i>Milestone 4: Reduction in SIGMET deficiencies.</i>	<i>States</i>		<i>2018</i>	
Activity 5 – Proposal to amend APAC ANP Volume II, Table MET II-2				
Task 5.1: Provide a list of regional requirements for 30-hour TAF	IATA	MET/S WG/7	Apr 2017	Done
Task 5.2: Draft a proposal to amend the ANP concerning regional requirements for 30-hour TAF based on information provided by IATA	Secretariat, IATA	5.1	Apr 2017	Done
Task 5.3: Ascertain whether the proposal has adequate support from the State/s affected	Secretariat	5.2	Apr 2017	Done
Task 5.4: Present outcomes of 5.1 to 5.3 for review by MET SG/21	Secretariat, IATA	5.3	May 2017	Done
Task 5.5: If supported, circulate the proposal to amend the ANP concerning regional requirements for 30-hour TAF	Secretariat	5.4	After May 2017	Done
New task: Develop proposal to amend the ROBEX Handbook to facilitate the exchange of routine TAF for locations where States issue routine TAF every three hours instead of the recommended practice of every six hours [Report of MET/S WG/8, paragraph 3.5 refers].	Chair, Secretariat and State/s concerned		As advised by State/s concerned	
New task: Develop proposal to amend ANP Volume III to clarify MET-related implementation planning guidance.	Chair, Secretariat		2018	
New task: Report to MET/S WG and MET SG on the background of the differences in the published guidance on the format and phraseologies used for air-reports and the resulting impacts on the transmission of air-reports by voice and datalink between ATS units, MWOs and the WAFCs [Report of MET/S WG/8, paragraph 6.5 refers].	Ad-hoc group: Australia, Hong Kong China, Japan, Thailand and Viet Nam (Rapporteur), assisted by the Secretariat		18 June 2018 (MET SG/22) 20 March 2019 (MET/S WG/9)	
New task: Cost recovery – assist the PMC with development of an effective cost recovery strategy for the Pacific SIDS.	Tonga, Secretariat		2018-2020	

ATTACHMENT 2 – Task List

MET/S WG/8

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
8/1	Report updated information to MET SG/22 on the corrective action plans (CAPs) for the deficiencies listed in Cambodia and Lao People's Democratic Republic Laos (i.e., AP-MET-09, AP-MET-11 and AP-MET-12) [Report of MET/S WG/8, paragraph 5.5 refers].	18 June 2018	Secretariat, Cambodia and Lao PDR	

MET/S WG/7

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
5/7	Confirm the MET/H TF membership contact details and invite IATA and IFALPA to nominate relevant experts for membership [Related to MET/H TF/5 Decision 5/4].	Jun 2016	Secretariat	IN PROGRESS

CONJOINT SESSION OF ROBEX WG/13 AND MET/H TF/5

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
8	Consider the promotion of the issuance of special air-reports to support information sharing, especially with respect to hazardous phenomena, in a consistent manner as required throughout the Region [Related to Decision (ROBEX WG/13-MET/H TF/5)/8].	Jun 2016	Secretariat in consultation with IFALPA	TO COMMENCE
